



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUL 20 2010

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL
AND READINESS

SUBJECT: Charter Renewal – Uniform Formulary Beneficiary Advisory Panel


The charter for the Uniform Formulary Beneficiary Advisory Panel is approved for renewal.

A notice will be published in the Federal Register announcing the Department's intention to renew the committee's charter. My ACMO, pursuant to 41 CFR § 102-3.70, will formally file the Panel's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Panel's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Panel fully comply with the governing federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Panel and its membership;
- (d) Ensuring that Panel members are appointed according to DoD policy, and that they do not serve on the Panel until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that neither the Uniform Formulary Beneficiary Advisory Panel nor the Panel's membership is unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact me or my ACMO, Frank Wilson, at 703-601-6100 or his deputy, Jim Freeman, at 703-601-6128.


Michael L. Rhodes
Director